

Burlington International Airport  
Strategic Planning Committee  
Meeting of March 21, 2013

The Airport Strategic Planning Committee meeting for March 21, 2013 was convened at 5:45 PM at the Burlington International Airport by Co-Chair Karen Paul. Present were committee members Ann Beland, Michael O'Brien, Karen Paul, Paul Sisson, Louise Stoll, Pam McKenzie, Jeff Schulman, Ed Colodny (by phone), Ernie Pomerleau and Chris Cole. Staff members present were Joseph McNeil, Gene Richards, Heather Kendrew, Ryan Betcher, Adam Whiteman, Bob McEwing and Airport Commissioner Bill Keogh.

Approval of the minutes of the March 7, 2013 meeting were deferred.

Co-Chair Karen Paul welcomed new South Burlington City Council President Pam McKenzie to membership on the committee and Pam in turn indicated her pleasure in serving on the committee.

Mr. Dan Casey spoke at the public forum and thanked the committee for its hard work.

Co-Chair Paul thanked committee member Jeff Schulman for his dedication through participation in the last meeting from Israel during the early morning hours.

Karen Paul then indicated that with significant assistance from Adam Whiteman, the seventh draft of the committee's report had been prepared. It was distributed. The report is dated May 16, 2013, which is the expected final meeting date for the committee. Mr. Whiteman noted that the report now contains a recitation of the committee's charge from the Burlington City Council together with the participants in the process. He also noted that with regard to the SWOT analysis, several of the listed items could occur in more than one category or could straddle the lines between the categories. Committee members agreed.

The committee members went through the draft report page by page, and generally approved its format and contents. It was agreed that the draft report would be incorporated into the meeting minutes.

Director of Aviation Gene Richards reported that the airport was very active in its efforts to maximize the advantages possessed by the airport both with regard to convenience and price. He made particular mention of the new Skinny Pancake restaurant facility and noted that its initial business volume has been twice what was anticipated.

Airport Planning Director Bob McEwing urged the committee members to pay particular attention to the existing Airport 2030 Plan as it is crafting its Strategic Planning Committee findings and recommendations.

Director Richards noted that there was a good dialogue occurring now between the airport and South Burlington with regard to the issues that had been dividing the two entities.

Committee members spoke to the need for the plan to have a decent glossary of the terms that they have now become accustomed to using, but which may not be familiar to the public.

Co-Chair Paul indicated that because of the DBA dinner scheduled for April 4, the next meeting of the committee would be held on Tuesday, April 9. She also indicated that the topic of airport governance would occur again on April 18. She emphasized the importance of this meeting in terms of making a governance recommendation.

Co-Chair Paul also noted that a presentation to the Burlington City Council of the committee's work and its recommendations might occur on May 20, 2013. If this could not occur, such report would occur at the regular June meeting of the City Council.

Director. Richards reported that Ryan Betcher had emerged as the best candidate of many for the marketing position at the airport, and that he had accepted the position. He was congratulated by the committee members. Mr. Richards also pointed out that there was a very strong candidate who spoke French fluently, and that it was his intention to call her back to see whether an arrangement could be worked out for her to also work on behalf of the airport.

There being no further business to come before the committee, the meeting was adjourned at 7:33 PM.

Respectfully Submitted

Joseph E. McNeil, Clerk